

Position Description

1715-Hour AmeriCorps Member

Region 3 Communication and Education Specialist

Location: Bozeman



Term of service: January 16, 2024 – November 15, 2024

Service schedule: Member will serve a minimum of 1,715 hours over a 44-week term, averaging 41 hours per week with 80 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

Position Summary:

This position is based in southwest Montana (Bozeman and surrounding area) to expand the capacity of Montana Fish, Wildlife & Parks to deliver education programming to communities in the region. This includes bear awareness, hunter education, aquatic education, presentations on general topics related to wildlife, and others. These programs are delivered to diverse audiences in a variety of settings. This position will report to both the regional communication and education program manager, as well as the wildlife stewardship outreach specialist.

Member will contribute to the following program goals:

- Assist in delivering regional educational programming in southwest Montana
- Assist in delivering bear awareness programming and reducing human-wildlife conflict
- Provide logistical support to volunteer Hunter/Bowhunter Education instructors by delivering course materials and, where needed, assist in delivering classes and field days
- Assess and improve educational materials offered in the region
- Enhance outreach and awareness of educational programs offered by FWP
- Enhance participation in and provide assistance with aquatic education programming
- Enhance participation in and provide assistance with the National Archery in the Schools Program
- Participate in service activities and events including National Days of Service

Specific Position Responsibilities:

- Enhance awareness around keeping wildlife wild, wildlife stewardship and bear safety
 - Visit FWP-managed sites to discuss wildlife safety with visitors, to help reduce human wildlife conflicts
 - Identify different audiences (VRBOs, tourists, campers, etc.) and develop targeted outreach to those audiences
- Improve wildlife stewardship education and outreach
 - Develop and/or distribute materials that promote wildlife safety and stewardship and are consistent with FWP’s wildlife safety and stewardship messages
 - Work with FWP staff, and partner agencies and organizations with common outreach goals
 - Use Regional education trunks to deliver programs



- Participate in service activities and events including National Days of Service
- Expand educational and interpretive programs
 - Help coordinate and deliver Hunter/Bowhunter Education courses and field days with volunteer instructors
 - Help expand the Aquatic Education (Hooked on Fishing) program
- Expand regional capacity to respond to requests at education events
 - Develop a connection with local NGOs, schools and other interested groups
 - Develop materials, presentations and other content that can broadly meet requests from educational groups
- Enhance participation in the National Archery in the Schools Program
 - Improve coordination with certified schools in the NASP program and help enhance NASP programming through trainings and communications
 - Assist in organizing a NASP tournament in Region 3
- Participate in service activities and events including National Days of Service
 - Help at educational events including family fishing days, hunter education courses, bird education field trips, and community events

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Familiarity with outdoor recreation activities, such as hunting, fishing and others
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana’s state parks
- A driver’s license and personal means of transportation within the state of Montana
- Must pass the requirements of the National Service Criminal History Check

Montana Fish, Wildlife and Parks AmeriCorps 2024 Required Trainings and Events (subject to change):

- January 16: First Day of Service
- January 22-25: Member Orientation; Lubrecht Experimental Forest
- March 4-8: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 13-15: 19th Annual Serve Montana Symposium; Helena
- June 10-14: All Member Gathering; Lewis and Clark Caverns State Park
- July 19-20: Bannack Days; Bannack State Park
- August 31-September 1: Day of Honor; Chief Plenty Coups State Park

- November 14-15: Close of Service; Helena

Physical and Environmental Demands:

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Works with public and may inform public of site rules and regulations.
- May be required to lift over 25lbs across rugged terrain.
- The position may require some travel. The incumbent will be required to work odd hours, weekends, and holidays.

Benefits:

- Living allowance of \$444.00/week (taxed) with a \$300.00/month housing stipend
- An AmeriCorps Education Award of \$6,895 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child
- Eligible for deferment on qualified student loans
- Guaranteed health benefits
- Experience and training working in the fields of natural resources, outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana

To Apply:

Montana Fish, Wildlife and Parks only accepts applications through the my.americorps.gov portal. To apply, you can follow the link [HERE](#) to our application within my.americorps.gov. Please note, there is only one application for all our 1715-hour positions, placement preference will be assessed during the interview process.

Application Deadline:

Applications are due by December 8, 2023.

Montana Fish, Wildlife and Parks shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.